

# Department of Accounts Payroll Bulletin

Calendar Year 2007

August 16, 2007

Volume 2007-10

## *In This Issue of the Payroll Bulletin.....*

### **PAT Enhancements**

- **Employee Position Report**
- **1500 Hour Wage Report**

The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at [cathy.mcgill@doa.virginia.gov](mailto:cathy.mcgill@doa.virginia.gov)

### State Payroll Operations

**Director** **Lora L. George**

**Assistant Director** **Cathy C. McGill**

## **PAT Enhancements**

### **Introduction**

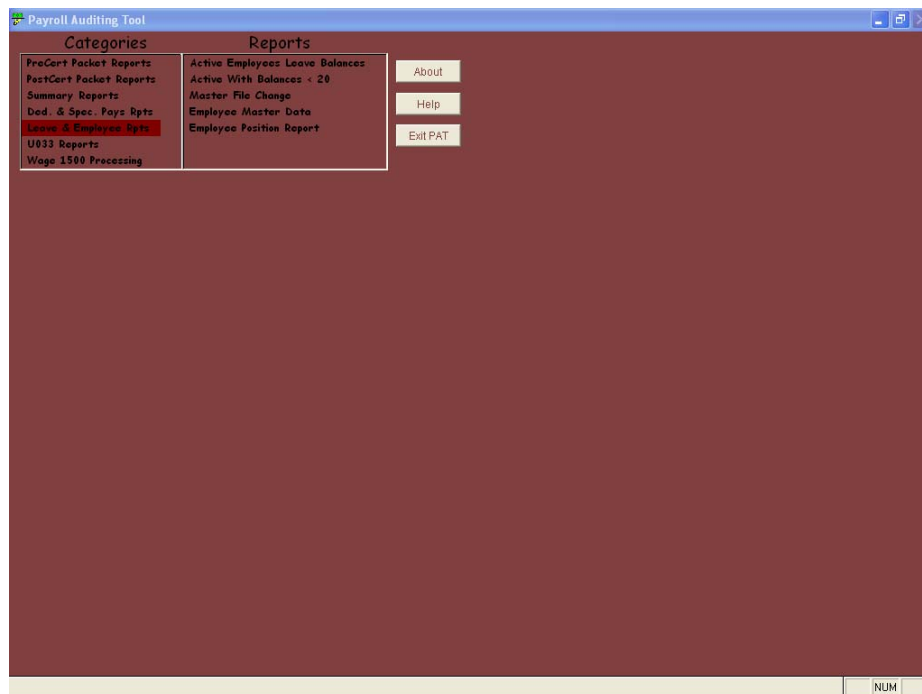
A new and improved version of PAT is now available from our web site. This version includes the following new report and enhancements to the 1500 hour wage report. For assistance with the download process, please contact the security officer for your agency.

[http://www.doa.virginia.gov/Payroll/PAT/PAT\\_Intro.cfm](http://www.doa.virginia.gov/Payroll/PAT/PAT_Intro.cfm)

## **Employee Position Report**

### **Employee Position Report (EPR)**

The EPR report is required by the Department of Human Resource Management (DHRM) to capture the wage hours worked by calendar month and funding source for each state agency. This screen will allow agencies to generate the EPR report in summary or detailed format. Results from this report can be used to report the wage FTE count to DHRM.



*Continued on next page*

## Employee Position Report, cont.

### Employee Position Report (EPR), cont

Each agency can have multiple Report 10s that need to be included. To generate this report, the user will be required to download these files from FINDS: at least one Report 10 (a maximum of eleven can be downloaded and executed simultaneously), one Programmatic Data file and one Employee Master File (EMF).

The Month/Year boxes are used solely for report title purposes.

The Total Work Hours should be selected designating the total available work hours in the report period as defined by DHRM.

The Higher ED/ Non-Higher ED radio button should be selected based on whether a Higher Education agency or a Non-Higher Education agency is being processed.

The screenshot shows a web-based application window titled "Employee Position Report". The interface is divided into several sections:

- Report 10 Files:** A vertical list of ten empty text boxes, each followed by a "Browse" button.
- Programmatic Data:** A single text box followed by a "Browse" button.
- Employee Master File:** A single text box followed by a "Browse" button.
- Month/Year:** Two spin boxes, the first showing "7" and the second showing "2007".
- Total Work Hours:** A spin box showing "168".
- Report Version:** Two radio buttons, "Higher ED" (unselected) and "Non-Higher ED" (selected).
- Adjustment File:** Two buttons, "Edit" and "Print".
- Print Report:** Two radio buttons, "Summary" (selected) and "Detail".
- Navigation:** Four buttons stacked vertically: "About", "Help", "Return", and "Print Report".

At the bottom of the window, there is a status bar with the text "Hello and Welcome to PAT" on the left and a small box labeled "NUM" on the right.

*Continued on next page*

## Employee Position Report, cont.

## EPR - Adjustment File

For each active wage employee on the EMF the detail report will list total regular and overtime hours and the corresponding programmatic data and percentage. Please note that at this time, special pay hours can not be included in these reports. Agencies that need to report these hours can make manual adjustments using the **Adjustment File** option. You would need to use this if an hourly employee was paid using a special pay 900 transaction instead of a time and attendance 700 transaction.

[illegible]

*Continued on next page*

## Employee Position Report, cont.

### Report for Non-Higher Ed Agencies

For Non-Higher education agencies:

The Summary Report will sum hours by funding source, i.e., General Fund in one total and all Non-General Funds in another total. General Fund is defined as Fund/Fund Detail equals 0100 AND 1100. All other Fund/Fund Detail values represent Non-General Fund sources.

The report will provide headcounts of actual number of wage employees with non-zero hours by funding source, i.e., General Fund and Non-General Fund.

Employee Position Report  
Report Designer - epr\_summary.frx - Page 1

Run Date - 08/09/2007

Print Preview

EMPLOYEE POSITION REPORT FOR DHRM  
HOURLY (Pay Type 1) WAGE HOURS WORKED BY FUNDING SOURCE  
Summary For 7/2007

PAYROLLS INCLUDED ON THIS REPORT			(as selected by reporting agency)
PAY FREQ	PAY PERIOD END DATE	CHECK DATE	
071	07/09/2007	07/16/2007	
071	07/24/2007	08/01/2007	

GENERAL FUND 0100 AND 1100 DETAIL		NON FACULTY
TOTAL HOURS		
AVAILABLE HOURS TO WORK IN MONTH		
FTE COUNT		
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		

NON-GENERAL FUND DETAIL		NON FACULTY
TOTAL HOURS		2,654.14
AVAILABLE HOURS TO WORK IN MONTH		176
FTE COUNT		15.08
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		31

Joe Record: EOF/2 Exclusive NUM

*Continued on next page*

## Employee Position Report, cont.

### Report for Higher Ed Agencies

For Higher Education agencies:

The Summary Report will sum hours by funding source, i.e., General Fund in one total and all Non-General Funds in another total. General Fund is defined as Fund/Fund Detail equals 0100 AND 1100.

All other Fund/Fund Detail values represent Non-General Fund sources. The Non-General Fund dollars will be separated and subtotaled as follows:

Auxiliary (0306)

Sponsored programs (0301, 0302, 0303, 0308)

E&G (everything else including 0300 and 3300; but not 0100, 1100, 0306, 0301, 0302, 0303, or 0308)

The report will also separate any object codes 1142 and 1145 (faculty).

	FACULTY	NON FACULTY
<b>GENERAL FUND 0100 AND 1100 DETAIL</b>		
TOTAL HOURS		
AVAILABLE HOURS		
FTE COUNT		
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		
<b>NON-GENERAL FUND 0300, 3300, Etc (E&amp;G)</b>		
TOTAL HOURS		12,465.61
AVAILABLE HOURS		168.00
FTE COUNT		74.20
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		314
<b>NON-GENERAL FUND 0306 (AUXILIARY)</b>		
TOTAL HOURS		
AVAILABLE HOURS		
FTE COUNT		
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		
<b>NON-GENERAL FUND 0301, 0302, 0303, 0308 (Sponsored Programs)</b>		
TOTAL HOURS		824.12
AVAILABLE HOURS		168.00
FTE COUNT		4.91
HEADCOUNT EMPLOYEE WITH NONZERO HOURS		36

## 1500 Hour Wage Report

### 1500 Hour Wage Report

Two improvements have been made to the PAT 1500 hour wage employee report:

- Agencies can now set the threshold for the Warning Report.
- Agencies can specify the sort order and page breaks for both the 1,500 Hour Tracking and Warning Reports based on the organizational coding from the HOBID screen.

The screenshot shows the 'Wage Employee 1500 Hour Tool' window. It features a teal background with a white control panel on the left and top. The control panel includes sections for 'Report 10 File to Add', 'Report 10s Loaded' (a table with columns 'Emp', 'RunDate', and 'Filename'), 'Current Employee Data File', 'Adjustments File', 'Reporting' (with 'Select A Month/Year' and 'Hours Threshold'), 'Select A Report' (radio buttons for 'Monthly Totals' and 'Warning Report'), 'Report Sort Order' (radio buttons for 'EIN' and 'Employee Name'), 'Select Org Level' (radio buttons for 'Full Org', 'Division', 'Office', 'Department', and 'Section'), 'Send Report To:' (radio buttons for 'Printer' and 'Disk File'), and 'Help' and 'Return to PAT' buttons. The status bar at the bottom left says 'Hello and Welcome to PAT' and the bottom right shows 'NUM'.

Emp	RunDate	Filename
156	2007031	PAY0312
156	2007032	PAY0323
156	2007041	PAY0409